




YASIR ASHRAF

MANAGEMENT EXECUTIVE

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 Karachi

 linkedin.com/in/yasirashraf

PROFESSIONAL SKILLS

- Operations & Programme management
- Budget development, control and monitoring
- Grant proposal evaluation and recommendation
- Well-developed presentation skills
- Report and Policy-brief writing
- Experience of teaching and imparting trainings

SOFT SKILLS

- Articulate & tactful
- Team-oriented management style
- Mentoring & individual counselling experience
- Enthusiastic about social development, especially social entrepreneurship
- Cross-culturally sensitive

NGO-Specific IT Skills

Working knowledge of:

- Raiser's Edge™
- PeopleSoft Grants Management™

ABOUT

Strong general management experience in the Pakistani non-profit sector (education, health and social welfare), spanning around 18 years.

Especially adept in advancing the grant-making objectives of charitable Foundation while managing, monitoring and concluding pre- and post-disbursement activities. Possess the necessary insight and experience to promote collaborative action to addresses community-development priorities and improve the beneficiaries' socio-economic sustainability.

Have also gained considerable experience of effectively managing a large social services project (with a reporting staff of 200) providing free and highly-subsidised quality education, health and general welfare facilities, including microfinance, for the underprivileged residents of Landhi / Korangi.

EXPERIENCE

CHIEF MANAGER OPERATIONS

INFAQ FOUNDATION, Karachi
SEP'2001 - SEP'2017

Infaq Foundation (infaq.org.pk) is one of the major Pakistani charitable organizations. It disburses grants of around Rs.200 million per annum to numerous reputable Pakistani NGOs engaged in service provision in the areas of education, general welfare, and health. The Foundation also supports deserving individuals facing financial or medical issues as well as meritorious students by way of granting interest-free loans for their higher studies.

Reporting to the Chief Executive, and as head of Operations, I was responsible for evaluation and preparation of financial grant applications received from individuals and NGOs, which were subsequently presented to the Governing Board for approval.

In addition, the Finance, IT and Admin sections also reported to me regarding day-to-day operational affairs.

Responsibilities included, but were not limited to:

- Managing and guiding Programme staff and other personnel;
- Attending Governing Board meetings / Working with various Committees of the Board; Company Secretary assignments;
- Visiting grantee institutions (in and outside of Karachi) for field review of their operations and to evaluate proper utilization of the grants;
- Assisting in updating the Foundation's Donation Policy;
- Providing input in preparation of the Foundation's annual budget;
- Overseeing the Foundation's external/internal audit/compliance;
- Resource Person for managing NPO certification agency (PCP) affairs.
- General office administration, including procurement

EDUCATION

B.Sc. (Hons), Physics
University of Karachi
1991

M.Sc., Physics
University of Karachi
1992

**M.Sc., Telecoms
Management**
Anglia-Ruskin University, UK
1996

**Certificate in
Entrepreneurship
Development (CED)**
IBA Karachi
2016

PERSONAL

D.O.B
25th January, 1969

MARITAL STATUS
Married with two daughters

LANGUAGES
English & Urdu (fluent)

NATIONALITY
Pakistani

ADDITIONAL INFO

- Visiting faculty at National Institute of Management – NIM (formerly NIPA)
- Frequent guest speaker at Public Administration Dept., Karachi University

GENERAL MANAGER (OPERATIONS & PROJECTS) CDSS – A PROJECT OF INFAQ FOUNDATION, Karachi

OCT'2017 - AUG'2019

Spread over an area of 72 acres in Korangi, Karachi, the CDSS complex (www.cdss.org.pk) is a unique township of comprehensive social services for Landhi and Korangi's underprivileged residents. It comprises several schools (for girls and co-educational ; one following Aga Khan Board), SOS-TTI vocational training institute, medical centre, girls college, residential hostel and sports grounds.

Responsible for an annual budget of around PKR 120 million, I managed the overall running of all the projects and reported, through the Chief Executive, to the Governing Body.

BUSINESS DEVELOPMENT EXECUTIVE

Jaffer Brothers (Pvt.) Ltd, Karachi

APRIL'1997 - DEC'1999

Nationally well-known business conglomerate Jaffer Brothers Ltd. (www.jaffer.com) established a data network company SHOA (Pvt) Ltd., under license from the Pakistan Telecommunications Authority (PTA), which I joined in 1997. Was responsible for satellite data service business set-up and expansion.

Assisted in successful establishment and launch of Internet services in Islamabad, and then in Lahore. Managed blue-chip customers such as CitiBank N.A., IKEA and Hong Kong Shanghai Bank for satellite communication services.

Also trained the staff on the technical and business aspects of successfully marketing hi-tech communication solutions.

CONSULTANT (VOICE & DATA)

A. S. Consultants, Karachi

SEP'1996 - MAR'1997

A.S. Consultants is a local engineering consultancy firm, with an established client base, both in the Sindh government as well as the private sector. Provided independent advice to the clients on selection of telecom hardware and procurement of data communications services and premise cabling.